

**SCOTTSDALE PUBLIC LIBRARY ADVISORY BOARD
MEETING MINUTES
Civic Center Library Board Room
December 21, 2005**

Members Present: David Berry, Chair
Linda Tardie, Vice Chair
Nancy Walker, Secretary
Denise Dowers
Judith Lewis
Camille Schmidt

Members Absent: Karen Quinn

Others Present: Rita Hamilton, Library Director
Mary Johnson, Library Operations Manager
Carol Damaso, Public Services Manager
Kathy Coster, Manager for Innovation
Sharyn Pennington, Library Operations Coordinator
Mary Warner, Administrative Secretary (Minutes)

CALL TO ORDER

Mr. Berry called the meeting to order at 3:30 p.m.

APPROVAL OF MINUTES

Mr. Berry asked for a motion to approve the minutes of the November 16, 2005 meeting. Mrs. Tardie so moved; Ms. Schmidt seconded, and the motion passed 5-0.

Mr. Berry said that the agenda items would be addressed out of the published order because Ms. Hamilton had to leave the meeting at 4:00 p.m. He called for Ms. Hamilton's Director's report.

Library Director's Report – Rita Hamilton

Ms. Hamilton reported that only two construction bids were received for the new Arabian Library project, and they were 40% over the expected figure. We are unable to award the construction contract and keep the project moving forward. Ms. Hamilton was leaving the board meeting at 4:00 to meet with the City Engineer to discuss options for the Arabian construction.

Ms. Hamilton thanked David Berry for his service on the Library Advisory Board for the past three years and said the library has dedicated a book in honor of his service, which includes serving as Chairman for two months, until the next Board elections in January.

Ms. Hamilton announced that the Teen Learning Center grand opening is scheduled for Friday, February 24, at 4:00 p.m. Library staff is working with the Teen Advisory Board

in planning the event. Following the official opening ceremony, the teens are planning a pizza party of their own.

Ms. Hamilton said the Pendleton Foundation granted \$7,325 to the Friends of the Library for the Book Buddies Program this year, and the library appreciates their ongoing support.

Mrs. Lewis entered the meeting at this time.

Ms. Hamilton said that a number of customers have requested a larger selection of DVDs on the shelves. Some have objected to the 3-week loan period for DVDs. The library is studying the situation. Media accounts for 26% of circulation although it is just 1% of the collection. We would like to focus on changing the allocation of materials in the budget and buy more DVDs, and will also study reducing the loan period to allow faster turnover, and review the DVD limit per customer. The Library's customer survey in January will include questions about DVDs. We will also survey other libraries' best practices. After our study is completed, we will bring our conclusions and recommendation to the Library Board.

ITEMS REQUIRING BOARD ACTION

Expenditures

December 2005

Arizona Book Festival	\$	1,200
Knowasis – Opening Activities		2,000
Computer disks for resale		<u>250</u>
Total	\$	3,450

After Ms. Hamilton explained the expense requests, Mr. Berry asked for a motion to approve the December 2005 proposed expenditures. Mrs. Walker so moved; Mrs. Lewis seconded, and the motion passed 6-0.

Selection of Resources Policy

Ms. Hamilton explained that this Selection of Resources Policy states the criteria for selecting the library material that we purchase for the collection and that we accept as donations. It includes the Library Bill of Rights as adopted by the American Library Association, their Freedom to Read Statement and their Freedom to View Statement. Also included is a form to be used if a customer objects to material in the library

collection. Mr. Berry called for a motion to approve the revised Selection of Resources Policy. Ms. Schmidt so moved; Mrs. Walker seconded, and the motion passed 6-0.

Group Visits Policy

Ms. Hamilton explained that the Group Visits Policy establishes the procedures to be followed when an outside group would like to schedule a visit to tour the library. Mr. Berry called for a motion to approve the Group Visits Policy. Mrs. Walker so moved; Mrs. Lewis seconded, and the motion passed 6-0.

Reciprocal Borrowing IGA Amendment

Ms. Hamilton explained that this Reciprocal Borrowing Intergovernmental Agreement amendment concerns the use of Maricopa County Library District tax money that she reported on at the November Library Board meeting. The reciprocal borrowing rate among libraries is to be increased from \$20 per out-of-county library card to \$24.50 for one year, and \$29 thereafter. This represents increased income for Scottsdale. Mr. Berry called for a motion to approve the amendment to the Reciprocal Borrowing Intergovernmental Agreement. Mrs. Tardie so moved; Ms. Schmidt seconded, and the motion passed 6-0.

State Grant-In-Aid Grant Acceptance

Ms. Hamilton explained that this item concerns the grant of \$25,000 being awarded to the Scottsdale Public Library System by the Arizona State Library for Teen Learning Center construction. Prior to receiving the grant, we must ask City Council for permission to accept the grant and spend it on the construction of the Teen Learning Center. That process begins with the Library Board recommending acceptance to City Council. Mr. Berry called for a motion to approve a recommendation to City Council to accept the Arizona State Library's \$25,000 construction grant for the Teen Learning Center project. Mrs. Lewis so moved; Mrs. Dowers seconded, and the motion passed 6-0.

Nominating Committee Presents Slate of 2006 Officers

Mr. Berry said that he and Mrs. Tardie, as the ad hoc Nominating Committee, propose the following slate of officers to serve on the Library Advisory Board in 2006:

Chairman:	Ms. Camille Schmidt
Vice Chairman:	Mrs. Denise (Dee) Dowers
Secretary:	Mrs. Judy Lewis

Mr. Berry said all nominees had accepted their nominations, and the vote will take place at the January 2006 meeting.

Mr. Berry said this would be his last library board meeting, as his commission expires December 31, 2005. He thanked the members of the board and the library staff for their assistance and offered his good wishes.

Ms. Hamilton left the meeting at this time.

LIBRARY STAFF REPORTS OF CURRENT EVENTS (A.R.S. 38-431.02 (K))
Statistical Report – Sharyn Pennington

Monthly Statistical Review

	<u>November 2004</u>	<u>November 2005</u>	<u>% Change</u>
Items Circulated	173,564	172,533	-0.6%
YTD Circulation	894,165	906,605	+1.4 %
Attendance	121,221	117,858	- 2.77%
YTD Attendance	607,827	564,093	- 7.2%

The Gift & Memorial Trust Account received \$550 for the month; expenses were \$962.92. In the Library Book Sale Special Revenue Account, November income from sales was \$12,843.00 and expenditures were \$9,564.87.

In November 2005, volunteers donated 2,348 hours to the Library, and 36,426 customers used the library's public computers.

How'd We Do? Report – Rita Hamilton

Board members briefly reviewed the November customer comment report and staff answered questions.

Mr. Berry called for any other business. There being no further business, Mr. Berry asked for a motion to adjourn. Ms. Schmidt so moved; Mrs. Dowers seconded and the meeting was adjourned at 4:22 p.m.

Respectfully submitted,

Mary B. Warner, Administrative Secretary